



VoiceMail User Reference

To log in for the first time:

1. Hit your message button or dial ***17**.
2. If you are dialing from your own extension, press **#**. Otherwise enter your extension number and press **#**.
3. If a password has not been set yet, press **#**.
4. If you want a password select option 5 and follow the prompts.
5. Record your name when you are prompted. You can [record your name](#) again at a later date.
7. Press **1** and at the tone, speak your name.
8. Press **1** again. Your recording is played back.
9. Either press **#** to accept the recording or **1** to record again.
10. After you log in, the voice prompts tell you what to do.

To log in again (after initial setup):

1. Dial ***35*Ext number*password#**

Basic Mailbox Options

- Press **2** to get messages
- Press **3** to record or change greeting
- Press ***4** for help at any time.
- Press ***7** to return to the activity menu.
- Press **#** at the end of a menu to return to the previous menu.